

Item Completed Email Reminder - How to Setup

An email when an item is completed can be sent – it can be done through Reminders (System Settings->Reminders). You can set up an email template that is sent to the Supervisor, Staff, Vendor, or Primary/Secondary Owner when the item has been completed. In the example below I have set a reminder to be sent when the Date has been completed and the Item Status is set to Work Completed and sends out the email to the Supervisor (with the template A Test

System Information Settings Regions Sites Employees Categories Vendor Portal Project Portal Budget Factor Plans								
Options (Plans) Billing Inspections Logbooks Task Templates Notifications Reminders								
Item Reminders +								
Name	Email/Text To	# Of Days	Time Operator	Date	Item Status	Recurs	Interval (Da...	Email Temp
Closed	Supervisor	0	On	Date Completed	Work Completed	1	1	A Test
Bell Reminder	Supervisor, Vendor	2	After	Item Opened	New/Submitted	2	2	REMINDER
Item Reminder Test	Vendor	1	Before	Date Repair Item Start	Scheduled For Repair	1	1	REMINDER
Item Reminder Test 2	Primary Owner	1	Before	Date Repair Item Start	Scheduled For Repair	1	1	Scheduled V